

申請補發畢業證書程序/須知

Procedures/Important Notes for Application for Replacement of Certificate

只適用於高級/深造文憑 或 學士學位 或 研究式/修課式研究生課程
(除合辦課程如當代英語語言文學與教育學(榮譽)文學士及在職教師專業進修課程外)

Applicable to graduates of higher/postgraduate diploma or undergraduate or taught/research postgraduate programmes only (except joint degree programme such as BACEE and Professional Development Programmes)

注意事項

- ◇ 申請補發畢業證書只適用於高級/深造文憑或學士學位或研究式/修課式研究生課程 (除合辦課程如當代英語語言文學與教育學(榮譽)文學士及在職教師專業進修課程外)。
- ◇ 香港教育大學所發出之畢業證書只頒發一次，並無副本。
- ◇ 證書若損毀或遺失，畢業生可申請補發證書。申請補發畢業證書必須附上有關之證明文件正本 (如畢業生的已損毀之證書/警方報失紀錄/公證書/法定宣誓聲明)，此申請方獲處理。
- ◇ 每位畢業生只可同時間擁有大學所頒發之學位/文憑畢業證書一張 (包括補發證書在內)。該生領取補發證書後，其原來的證書將自動註銷作廢並即時失效，如該生隨後尋回遺失的證書，必須歸還原來已作廢的證書予大學諮詢中心之學生紀錄服務站作紀錄 (地址：香港新界大埔露屏路十號曹貴子基金會大樓 A-G/F-11室)。否則，該生其後如被發現繼續使用上述已作廢的證書，將被視為非法使用假文件論。
- ◇ 補發證書會依據現行之形式發出，由補發當時的大學主管人員簽署，並印有“**This certificate is reissued on DD/MM/YYYY**”及“**本證書於 YYYY 年 MM 月 DD 日補發**”以註明證書的補發日期。
- ◇ 補發證書只會於每年三月底及八月底印發，截止申請日期分別為該年之二月底及七月底，二月底之前收到的申請，補發證書將於三月底之後印發；七月底之前收到的申請，補發證書將於八月底之後印發。

Important Notes

- ◇ Application for replacement of certificate is only applicable to graduates of higher/postgraduate diploma or undergraduate or taught/research postgraduate programmes (except joint degree programme such as BACEE and Professional Development Programmes).
- ◇ The award certificate issued by The Education University of Hong Kong is a unique document and no duplicate copy will be issued.
- ◇ A graduate may apply for a replacement certificate in case of loss or damage of an original certificate. Application will only be processed upon receiving the ORIGINAL supporting document(s) (e.g. damaged certificate / police report / notarized statement / declaration administered by Commissioner for Oaths) provided by the graduate.
- ◇ Please note that a graduate is only permitted to retain ONE valid award certificate, including the replacement certificate, for each academic qualification he/she was conferred by the University. After the replacement certificate is collected, the concerned graduate's original certificate will automatically be cancelled and is rendered null and void. If you have recovered the lost certificate after submitting a replacement application or obtaining a replacement certificate, you should return the recovered certificate to the **Student Records Service Desk of Information Centre (Room A-G/F-11, CKCF Building, 10 Lo Ping Road, Tai Po, New Territories, Hong Kong)** for record. Otherwise, the graduate concerned will be considered to have committed an illegal act if he/she is subsequently found to continue using the lost certificate and liable to be charged with the use of fraudulent document.
- ◇ A replacement certificate is printed in the current format of the graduate certificate including the signatures of the current University Officers, with additional statements “**This certificate is reissued on DD/MM/YYYY**” and “**本證書於 YYYY 年 MM 月 DD 日補發**” printed on the certificate.
- ◇ Replacement certificates will only be issued twice a year at the end of March and August respectively. Applications must be submitted before the end of February for replacement certificates issued at the end of March or before the end of July for replacement certificates issued at the end of August of the respective year.

附錄

1. 請填妥本表格之第一至七部分，連同所需文件交回諮詢中心之學生紀錄服務站（香港新界大埔露屏路十號曹貴子基金會大樓A-G/F-11室）。
2. 申請表格各欄必須清楚填妥，並請繳交申請費用，此申請方獲處理。如申請人仍未繳清拖欠本大學的各種費用，本大學將不會發出任何學業證明文件，申請者如屬此列則無需申請。
3. 補發證書只會於每年三月底及八月底印發，截止申請日期分別為該年之二月底及七月底，二月底之前收到的申請，補發證書將於三月底之後印發；七月底之前收到的申請，補發證書將於八月底之後印發。如欲查詢，可致電教務處(852) 2948 6177。
4. 申請費用及付款方法
申請費用每份為港幣四百元正，以下為付款方法：
 - ◆ 於銀行以現金付款
申請人可到任何一間東亞銀行（戶口號碼：015-195-25-00002-0）索取繳費單繳交費用（繳費收條正本須連同申請表一併交回）。
 - ◆ 銀行自動櫃員機
申請人可於各東亞銀行屬下的自動櫃員機轉賬費用到東亞銀行（戶口號碼：015-195-25-00002-0）（轉賬收條正本須連同申請表一併交回）。
 - ◆ 銀行本票付款（只適用於海外申請者）
海外申請者若以銀行本票付款，申請總費用為港幣五百六十五元（即申請費(港幣四百元)、郵政費(港幣六十五元)及銀行手續費(港幣一百元)之和)。本票抬頭請支付「香港教育大學」。
5. 補發證書必須由申請者本人或其受託人領取。如欲授權其他人士代為領取補發證書，受託人於諮詢中心領取文件時必須攜同（一）由申請人簽署的授權書(內附樣本)、（二）申請人之學生證或香港身分證副本及（三）受託人之香港身分證/護照，以作核對及記錄之用。如受託人未能出示以上全部三項文件，教務處將拒絕把申請人之學業證明文件發給受託人。
6. 只限於現居海外/內地之申請者可選擇郵寄方式收取證書，請聲明並清楚填寫其海外/內地地址於表格之第六部分。如有郵遞失誤，教務處恕不負責。
7. 如申請人未能及早通知更改領取補發證書方法，教務處恕不負責任何文件遺失。

Notes

1. Please complete Sections I to VII of the attached form and return the form together with the required documents to the **Student Records Service Desk of Information Centre (Room A-G/F-11, CKCF Building, 10 Lo Ping Road, Tai Po, New Territories, Hong Kong)**.
2. Application will be processed upon receipt of the completed application form and payment. If there are outstanding payments with the University, the University will withhold the issuance of academic document(s). Applicants of this category need not apply.
3. Replacement certificates will only be issued twice a year at the end of March and the end of August respectively. Applications must be submitted before the end of February for replacement certificates issued at the end of March or before the end of July for replacement certificates issued at the end of August of the respective year. Applicants may contact the Registry at (852) 2948 6177 for further enquiries, if necessary.
4. Application Fee and Payment Methods:
The application fee is **HK\$400** for each replacement certificate. Following are the payment methods:
 - ◆ Cash payment at bank
Applicants can obtain a payment slip from any branch of **Bank of East Asia (A/C: 015-195-25-00002-0)** to make a cash payment (Please attach **original payment receipt** to the application form).
 - ◆ Bank ATM payment
Applicants can pay through ATMs of **Bank of East Asia (A/C: 015-195-25-00002-0)**. (Please attach **original transferal receipt** to the application form)
 - ◆ Payment by bank draft (For overseas applicants only)
For overseas applicants who pay by bank draft, the total payment of application fees is **HK\$565** (i.e. the sum of application fee (HK\$400), postal fee (HK\$65) and bank service charge (HK\$100)). The bank draft (in Hong Kong dollars) should be made payable to "The Education University of Hong Kong".
5. Replacement certificate will only be collected in person. If you wish to authorize another person to collect the certificate on your behalf, your representative is required to bring along the (1) "Authorization for the Collection of Academic Document(s)" (A sample is attached) signed by you, (2) A photocopy of your Student ID/HKID card and (3) HKID card/passport of your representative for verification and record purpose. **The Registry will withhold the applicant's certificate if the authorized person cannot produce all the aforementioned documents.**
6. Only applicants who reside overseas or in Mainland China can choose mail dispatch of the certificate. They must indicate their overseas address/ address in Mainland China clearly in Section VI of this form. The Registry bears no responsibility for any loss, damage or delay of the certificate during postal delivery.
7. The Registry bears no responsibility for any loss of certificate during collection if no prior notice is received for change of collection method.

<input type="checkbox"/> Applicant
<input type="checkbox"/> Collection Box
<input type="checkbox"/> Post
Ref. No. _____



申請補發畢業證書 APPLICATION FOR REPLACEMENT OF CERTIFICATE

填寫本表格前，請先參閱附頁的程序/須知。Please read the procedures/important notes attached before completing this form.

所有部分均須由申請人以正楷填寫(All parts are to be completed by applicant in BLOCK LETTERS)

第一部分 申請人資料 SECTION I DETAILS OF APPLICANT

姓名(英文) Name (English):		(中文) (Chinese):
稱銜* 先生/太太/女士/小姐 Title*: Mr/Mrs/Ms/Miss	學生編號 Student No.:	香港身分證號碼 HK ID Card No.:
日間聯絡電話 Day-time Contact Tel No.:	電郵 Email:	

* 請刪去不適用者。Please delete whichever is inappropriate.

第二部分 申請詳情 SECTION II APPLICATION DETAILS

課程名稱及編號 Programme Title/Code:	
入學年份 Year of Admission:	畢業年份 Year of Graduation:
申請補發原因(請在適當的空格內填上✓ 號) Reason for replacement (Please tick as appropriate):	
<input type="checkbox"/> 證書損毀(請提供已損毀之證書) Certificate damaged (Please provide the damaged certificate)	
<input type="checkbox"/> 證書遺失(請提供警方報失紀錄/公證書/法定宣誓聲明) Lost of certificate (Please provide the police report/notarized statement/declaration administered by Commissioner for Oaths)	
<input type="checkbox"/> 其他，請註明 Others, please specify: _____	

第三部分 付款方法 SECTION III PAYMENT METHOD

請在適當的空格內填上✓ 號。 Please tick as appropriate.

<p>申請費用每份港幣四百元。 An application fee of HK\$400 is charged for replacement of each award certificate.</p> <p><input type="checkbox"/> 於任何一間東亞銀行直接繳交費用(戶口號碼: 015-195-25-00002-0)(請提交繳費收條正本) Payment by direct deposit at any branch of Bank of East Asia (A/C: 015-195-25-00002-0) (Please attach the original payment receipt)</p> <p><input type="checkbox"/> 於東亞銀行屬下的自動櫃員機轉賬費用到東亞銀行(戶口號碼: 015-195-25-00002-0)(請提交轉賬收條正本) Payment through ATMs of Bank of East Asia (A/C: 015-195-25-00002-0) (Please attach the original transferal receipt)</p> <p><input type="checkbox"/> 以銀行本票付款(只適用於海外申請者)，申請總費用為港幣五百六十五元(即申請費(港幣四百元)、郵政費(港幣六十五元)及銀行手續費(港幣一百元)之和)。本票抬頭請支付「香港教育大學」。 Payment by bankdraft (applicable to overseas applicants only). The total payment of fees is HK\$565 (including the application fee (HK\$400), postal fee (HK\$65) & bank service charge (HK\$100)). The bank draft (in Hong Kong dollars) should be made payable to "The Hong Kong Education University of Hong Kong".</p>
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第四部分 領取補發證書
SECTION IV COLLECTION OF REPLACEMENT CERTIFICATE

領取方法 (請在適當的空格內填上✓ 號)
Method of Collection (Please tick as appropriate)

- 由本人親身前來領取
To be collected by myself in person
- 由受託人領取 (受託人必須攜同所有有關證明文件[詳列於申請程序/須知之附錄5]才獲准領取補發證書。)
To be collected by an authorized person (The authorized person must bring along all the required documents [indicated in Note 5 of the Procedures/Important Notes] for collection of certificate.)
- 請以雙掛號形式郵寄補發證書 (只限於現居海外/內地之申請者)
 Please send the certificate by double registered mail (only for applicants who reside overseas or in Mainland China) (需繳付額外港幣六十五元之郵政費用，並請填寫下方之地址表)
(Additional postal fee of HK\$65 is required, and please fill in the address slip provided below.)

第五部分 收集個人資料聲明
SECTION V PERSONAL INFORMATION COLLECTION STATEMENT

1. 此表格所收集的資料將用以處理有關閣下之申請，所提供的資料於保留一段時間後將全部銷毀。
The personal data provided by you in this form will be used by Academic Regulations and Records Section for the purpose of processing your application and will be destroyed after a period of time.
2. 本表格所收集的資料絕對保密，如有需要，將會轉交其他行政或教學部門作考慮或批核用途。
Information provided will be treated as strictly confidential and may be transferred to other unit(s) within the University for necessary action, where applicable; and
3. 如在遞交此表格後需要查閱或改正個人資料，請聯絡學則及學籍管理組 (電郵: exam@eduhk.hk)。
Applications for access to and correction of personal data after submitting this form should be made by writing to Academic Regulations and Records Section by email to exam@eduhk.hk.

第六部分 地址表
SECTION VI ADDRESS SLIP

地址表
Address Slip

(請填寫海外/內地地址 Please indicate your overseas address/ address in Mainland China.)

致To:

(收件人Name of Recipient)

(地址Address)

第七部分 聲明
SECTION VII DECLARATION

1. 隨表已附上 (請在適當的空格內填上✓號)
Enclosed please find the following: (Please tick as appropriate)

- 畢業證書正本 (只適用於證書損毀)
Original certificate (for certificate damaged)
- 警方報失紀錄/公證書/法定宣誓聲明 (只適用於證書遺失)
Police report/notarized statement/declaration administered by Commissioner for Oaths (for lost of certificate)
- 銀行繳費收條正本 / 銀行轉賬收條正本 / 銀行本票 (只適用於海外申請者)
Original payment receipt / Original transferral receipt / Bank Draft (for overseas applicants only)
- 地址表 (只限於現居於海外/內地之申請者)
Address slip (only for applicants who reside overseas or in Mainland China)

2. 本人明白 I understand that

- (i) 包括補發證書在內，本人只可同時間擁有由大學頒發予本人每項學歷一張的畢業證書。如本人隨後尋回遺失的證書，必須歸還原來已註銷作廢的證書予大學作紀錄。否則，其後如被發現繼續使用已作廢的證書，將被視為非法使用假文件論。

I can be in possession of only one copy, including the replacement copy, of the degree certificate for each academic qualification awarded by the University. If I have recovered the lost certificate after submitting a replacement application or obtaining a replacement certificate, I shall return the recovered certificate to the University for record. Otherwise, I will be liable to be charged with the use of fraudulent document if I continue using the lost certificate subsequently.

- (ii) 選擇郵寄方式收取證書只限於現居海外/內地之申請者(申請者必須清楚填寫其海外/內地地址於表格之第五部分。如有郵遞失誤，教務處恕不負責。

Only applicants who reside overseas or in Mainland China can choose mail dispatch of the certificate. They must indicate their overseas address/ address in Mainland China clearly in Section V of this form. The Registry bears no responsibility for any loss, damage or delay of the certificate during postal delivery.

- (iii) 補發證書必須由申請者本人或其受託人領取。如欲授權其他人士代為領取文件，受託人於諮詢中心領取文件時，**必須**攜同 (一) 由本人簽署的授權書、(二) 本人之學生證或香港身分證副本及 (三) 受託人之香港身分證/護照，以作核對及記錄之用。如受託人**未能出示以上全部三項文件**，教務處將**拒絕**把本人之學業證明文件發給受託人。

Replacement certificate will only be collected in person. If I wish to authorize another person to collect the certificate on my behalf, my representative **is required** to bring along the (1) "Authorization for the Collection of Academic Document(s)" signed by me, (2) a photocopy of my student card/HKID card and (3) HKID card/passport of my representative for verification and record purpose. The Registry will **withhold** my certificate if the authorized person **cannot produce all the aforementioned documents.**

- (iv) 如本人未能及早通知更改領取補發證書方法，教務處恕不負責任何文件遺失。

The Registry bears no responsibility for any loss of certificate during collection if no prior notice for change of collection method is received.

- (v) 申請補發畢業證書必須附上有關之證明文件正本 (如本人的已損毀之證書/警方報失紀錄/公證書/法定宣誓聲明)，此申請方獲處理。

Application for replacement of certificate will only be processed upon receiving the ORIGINAL supporting document(s) (e.g. damaged certificate / police report / notarized statement / declaration administered by Commissioner for Oaths) provided by me.

- (vi) 補發證書只會於每年三月底及八月底印發，截止申請日期分別為該年之二月底及七月底，二月底之前收到的申請，補發證書將於三月底之後印發；七月底之前收到的申請，補發證書將於八月底之後印發。

Replacement certificates will only be issued twice a year at the the end of March and the end of August respectively. Applications must be submitted before the end of February for replacement certificates issued at the end of March or before the end of July for replacement certificates issued at the end of August of respective year.

申請人簽署 Signature of Applicant

日期 Date

第八部分 教務處專用
SECTION VIII FOR REGISTRY USE

No Liabilities checked by: _____ on _____

Certificate prepared by: _____ on _____

Certificate checked by : _____ on _____, sent on _____

領取補發證書 COLLECTION OF CERTIFICATE

茲證明本人收到詳列於本表格第二部分之補發證書

I acknowledge receipt of the certificate as detailed in Section II of this form

領取人簽署 Signature of Recipient

日期 Date

授權領取學業證明文件

Authorization for the Collection of Academic Document(s)

本表格只需經由受託人於代領申請人之學業證明文件時提交，而無需於申請學業證明文件時一併遞交。

This form is to be presented by the authorized person when collecting academic document(s) for the applicant. There is **NO NEED** to attach this to the application form.

致： 教務處
香港教育大學

由於本人未能親身前來領取學業證明文件，本人_____ (香港身分證號碼/學生證號碼* _____) 欲委託 _____ 先生/女士/小姐* (香港身分證/護照號碼* _____) 代為領取有關本人的學業證明文件。

To: The Registry
The Education University of Hong Kong

Since I cannot collect the academic document(s) in person, I, _____ (HKID No./Student No.* _____) would like to authorize Mr/Ms/Miss* _____ (HKID No./Passport No.*: _____) to collect the academic document(s) on my behalf.

* 請刪去不適用者。Please delete whichever is inappropriate.

申請人簽名

Applicant's Signature : _____

申請人姓名

Applicant's Name : _____

香港身分證號碼/學生證號碼

HKID Card No./Student Card No.: _____

日期

Date: _____

重要事項

Important Notes:

當領取學業證明文件時，受託人必須出示及提交以下有關文件以作核對/記錄

The authorized person must produce the following documents for verification/record when collecting the academic document(s):

- (i) 由申請人所填寫及簽署之“授權領取學業證明文件”表格
"Authorization for the Collection of Academic Document(s)" signed by the applicant;
- (ii) 申請人之香港身分證/學生證副本
A photocopy of applicant's Student ID/HKID card; and
- (iii) 受託人之香港身分證/護照
HKID card/passport of the authorized person

如受託人未能出示以上全部三項文件以作核對及記錄，教務處將拒絕把申請人之學業證明文件發給受託人。

The Registry will withhold the applicant's academic document(s) if the authorized person cannot produce all the aforementioned documents for verification and record purpose.